
CALIFORNIA HORSE RACING BOARD

DEPARTMENTAL PROMOTION

EXAMINATION FOR

SUPERVISING PROGRAM TECHNICIAN III

Visit our Website at www.chrb.ca.gov

CALIFORNIA STATE GOVERNMENT AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY \$3,138 - \$3,817

FINAL FILE DATE MARCH 19, 2004

HOW AND WHERE TO APPLY Applications may be filed in person or by mail with:
CALIFORNIA HORSE RACING BOARD
WENDY MATSUDA
1010 HURLEY WAY, STE. 300
SACRAMENTO, CA 95825
(916) 263-6000

Submit applications only to the address indicated above.

REQUIREMENT INFORMATION ALL APPLICANTS MUST meet the education and/or experience requirements for this examination by the final file date.

EXAMINATION PLAN

EXPERIENCE AND EDUCATION EXAMINATION INFORMATION

This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. FOR THIS REASON, IT IS ESPECIALLY IMPORTANT THAT CANDIDATES TAKE SPECIAL CARE IN ACCURATELY AND COMPLETELY FILLING OUT THEIR APPLICATION. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

This process is weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Veterans' preference credit and career credits are not granted in promotional examinations.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Horse Racing Board. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

In the California State service, either: (a) one year of experience performing duties equivalent in level of responsibility to the class of Supervising Program Technician II or Program Technician III; or (b) two years of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I.

Or II

Four years of experience in a governmental or private agency performing duties with program responsibilities equivalent in level to those of the departmental program in the State of California for the examination is being administered. (Experience applied toward this requirement must include at least one year in a position equivalent in level of responsibility to the California state civil service class of Supervising Program Technician II.)

THE POSITION

This is the full supervisory level. Incumbents are responsible for planning, organizing, and directing a large unit of Program Technicians and may also supervise lower-level Supervising Program Technicians. Under the general direction of the Staff Services Manager II, plans, organizes, and directs all occupational licensing activities for the California Horse Racing Board (CHRB); provides direction for the administration, review, or modification to licensing processes and procedures to conform to various requirements such as legislation, new/revised CHRB rules, changes initiated by the horse racing industry, etc.; Explains and interprets the complex and difficult licensing procedures, rules, policies to the public, licensees, racing-related organizations and associations. Is the staff expert/resource for the adjudication of the most complex and sensitive licensing matters/issues; Oversees the hiring and training of licensing staff in all aspects of the

THE POSITION CONTINUED

licensing function; evaluates performance of licensing staff; Consults with and provides guidance to CHRB management, staff and Board members on licensing-related matters. The position will be located in southern California at Los Alamitos.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work irregular hours, and to travel on a regular basis to various locations throughout the State for extended periods of time.

SCOPE OF THE EXAMINATION

- A. Knowledge of:
 - 1. Principles of effective supervision; supervisory responsibilities under the Ralph C. Dills Act
 - 2. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment
 - 3. Appropriate laws, rules, regulations and policies of the State of California governing the departmental program area(s) for which the examination is being administered.
- B. Ability to:
 - 1. Plan, organize, direct, and evaluate the work of employees
 - 2. Assess the training needs of employees
 - 3. Develop staff
 - 4. Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act
 - 5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
 - 6. Apply appropriate laws, rules, regulations and policies of the State of California governing the departmental program area(s) for which the examination is being administered.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, and the California Horse Racing Board.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualification appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interview may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.